

Special Meeting

January 9, 2006  
8:30 a.m.

A special meeting of the Municipal Civil Service Commission convened on Monday, January 9, 2006, at 8:34 a.m. with Grady Pettigrew, and Eileen Paley in attendance.

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*RE: Request of the Civil Service Commission staff to revise the specification for the classification Executive Assistant to City Attorney (U) (Class Code 0787).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request in conjunction with the proposed creation of a new classification in the City Attorney's Office and attempt to remove any overlapping responsibilities that might exist on paper. A guidelines for class use was also proposed that stated, "This classification description is for the unclassified service. The incumbent receives an appointment pursuant to City Charter Section 148(1)(h)." The purpose of this guideline was to provide additional information or clarification to the departments regarding position allocation. This classification was last revised in March 2001 and is assigned to the unclassified job family, legal group. There are currently five employees serving in this classification; all of which are located in the City Attorney's Office.

A motion to approve the request was made, seconded, and passed unanimously.

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*RE: Request of the Civil Service Commission staff to create the specification for the classification Chief of Administration to the City Attorney (U) and designate it to be part of the unclassified service.*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request as a result of a memorandum dated December 7, 2005, from the City Attorney's Office requesting that the Civil Service Commission create a classification to be titled, Chief of Administration to the City Attorney (U). The proposed classification would be responsible for managing the executive staff and administrative activities that support and enhance the City Attorney's Office. The proposed classification would directly supervise the Executive Assistants to the City Attorney (U). The proposed examples of work were developed from a draft position description prepared by the City Attorney's Office. A guidelines for class use was included that stated, "This classification description is for the unclassified service. The incumbent receives an appointment pursuant to City Charter Section 148(1)(h)." The purpose of this guideline was to provide additional information or clarification to the departments regarding position allocation. This classification will be assigned to the Unclassified Job Family, Legal Group, and Professional EEO Category.

A motion to approve the request was made, seconded, and passed unanimously.

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The Commissioners adjourned their special meeting at 8:37 a.m.

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 Priscilla R. Tyson, Commission President

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 January 30, 2006

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 Date